



**STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE**

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Labor and Industrial Relations  
*Name of Requesting Department*

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

To plan, promote, and coordinate the Hawaii OSHA Workshop at the Pomaikai Ballrooms at Dole Cannery on May 13, 2015 for 300 Safety and Health Professionals, new and collateral duty Safety and Health personnel, and students enrolled in the Honolulu Community College-Occupational, Environmental, and Safety Management curriculum. Provide Safety and Health speakers, exhibits, and vendors to promote safety and health related products and services.

2. Vendor/Contractor/Service Provider Name:

American Society of Safety Engineers-Hawaii Chapter

3. Amount of Request:

\$20,000.00

4. Term of contract (shall not exceed 12 months), if applicable:

From: 4/28/2015

To: 5/30/2015

5. Prior SPO-001, Sole Source (SS) No.:

NA

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

The Hawaii Chapter of the American Society of Safety Engineers is the sole non-profit organization that coordinates the Hawaii OSHA Workshop.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

One of Hawaii Occupational Safety and Health's strategic goals is to change workplace culture by promoting programmatic/systematic approaches to safety and health and making safety and health information readily accessible to employers, workers, and the general public. The Hawaii OSHA Workshop will provide information to the target groups.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

The American Society of Safety Engineers has been coordinating the Hawaii OSHA Workshop over the past 10 years.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

The American Industrial Hygiene Association - Hawaii Chapter and GasPro do not have the resources to coordinate a conference of this size.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Deirdre Yamasaki	HIOSH	586-9116	deirdre.t.yamasaki@hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.**

**I certify that the information provided is to the best of my knowledge, true and correct.**

Glaine N. Young

Department Head Signature

3/2/15

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 3-18-15

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

**Chief Procurement Officer (CPO) Comments:**

This one time approval is granted based on Department's determination that ASSE-HI chapter is the sole organizer of the 2015 HI OSHA Workshop. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e., vendor is required to provide proof of compliance) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565, or [donna.tsuruda-kashiwabara@hawaii.gov](mailto:donna.tsuruda-kashiwabara@hawaii.gov).

☒ Approved

☐ Disapproved

☐ No Action Required

  
\_\_\_\_\_  
Chief Procurement Officer Signature

4/16/15  
Date